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JUN 28 1954

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT : Additional Position for Commercial Division

1. The subject request proposes that a position of Files Analyst (typist), GS-6 be established in Commercial Division, DD/P. Chief of Administration, DD/P states that this action will increase the ceiling of the Commercial Division to [REDACTED] but will not increase the over-all civilian ceiling allotted to the Clandestine Services. (See Tab A)

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2. The Assistant Director for Personnel approves the classification of the proposed position as Information Control Clerk (Typ) GS-0305.14-06. (See Tab B)

3. Chief, Budget Division, states that he has been informed that additional funds will be provided, if necessary, for the current fiscal year and any required changes will be made in the operating budget for the office of Chief of Administration, DD/P for fiscal years 1955 and 1956 to allow for established position. (See Tab C)

4. Recommend that subject request be approved.

[REDACTED]
Chief, Management Staff

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ATTACHMENTS:

Tab A-Memo dtd 28 Apr '54 fm
Chf. of Admin, DD/P
Tab B-Memo to MS fm AD/P
Tab C-Memo dtd 27 May '54 fm Budget

APPROVED:

Date: 28 June 54

[REDACTED]

L. K. WHITE
Deputy Director
(Administration)

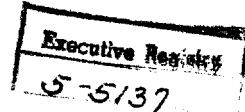
DISTRIBUTION:

Orig & 1 - Off. Pers.
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APR 28 1954

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT: Additional Position for Commercial Division

It is requested that action be taken to establish a position of Files Analyst (typist), GS-6, in the Commercial Division. This will increase the ceiling of the Commercial Division to [REDACTED] and the number of positions will also be [REDACTED]. The establishment of this position will not increase the over-all civilian ceiling allotted to the Clandestine Services. The need for this position is urgent and your prompt attention to this matter would be appreciated.

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FOR DEPUTY DIRECTOR (PLANS)

[REDACTED]
Chief of Administration, DD/P

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CWD's return

JUN 15 1954

MEMORANDUM FOR: Chief, Management Staff

SUBJECT : Additional Position for Commercial Division

REFERENCE : Memorandum from Chief of Administration,
DD/P to ADD/A, dated 28 April 1954,
Subject: Additional Position for Commercial
Division

The Office of Personnel approves the classification
of the proposed position as Information Control Clerk
(Typ) GS-0305.14-06.



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Assistant Director for Personnel

Enclosure:
As Stated

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JUN 15 1954

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Budget Division

Approved For Release 1999/09/20 : CIA-RDP78-03568A001000040011-4

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief of the Management Staff

DATE: 27 MAY

FROM : Chief, Budget Division

SUBJECT: Additional Position for Commercial Division

1. Reference is made to the memorandum from the Chief of Administration, DD/P, to the Acting Deputy Director (Administration) dated 28 April 1954, same subject.

2. The memorandum requests that an additional position be provided in the Commercial Division for a Files Analyst (typist), GS-6.

3. This office has been informed by the staff of the Chief of Administration, DD/P, that an additional position has been established and that additional funds will be provided, if necessary, for the current fiscal year. Furthermore, any required changes will be made in the operating budget for the office of the Chief of Administration, DD/P, for fiscal years 1955 and 1956 to allow for the position in question.

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